Computer-Based Pesticide Certification Exam Testing

Computer-based testing is offered through Metro Institute, a third-party testing organization that offers pesticide certification exams for various states throughout the country. In Michigan, Metro Institute partners with various colleges and universities to provide Certified Pesticide Applicator & Registered Technician exams. Applicant is able to schedule a computer-based exam at an approved Michigan location, and at an available date and time that works best.

As with paper-based testing, all the questions are multiple choice. However, there is not exam booklet. The exam is entirely on the computer. You may skip questions and return to them later. Scrap paper and pencils will be provided for the applicant. The applicant will have to turn in the scrap paper and pencils after the exam. If the exam requires a calculator, the calculator will be built into the exam. The applicant may not bring a calculator with them. Each exam has a time limit of 2 hours.

Fee

Metro Institute charges a $55 service fee per exam. This fee is in addition to the application fee that is paid to MDARD. (Remember, the MDARD paper application must be printed and mailed to MDARD along with appropriate MDARD fee.) If you fail the computer-based exam for a particular category, and would like to retake it, you will have to reschedule and pay another $55 service fee. Again, the $55 service fee does not include the MDARD application fee that must be submitted to MDARD along with the MDARD paper certification application.
**Location**

You may go to www.metroinstitute.com, select Michigan, and select “Locate” button (in blue) under “Find a Testing Center” section near the middle of the page. As demand for computer-based exam testing increases, additional approved Michigan locations will be added. If an exam testing site is not currently offered near you, please check back occasionally to see if a new approved Michigan site has been added near you.

**Registration Process**

Once you decide to take an exam at an approved Metro Institute Michigan location, you must register on-line through Metro Institute website.

*It is recommended you start the Metro Institute application process at least a week before your intended exam date.*

1. You must apply for a customer account with Metro Institute. Metro Institute requires your name, phone number, email address, and employer name in order to create a METRO account. Once you have created your customer account with Metro Institute, you will receive an email with a six-digit confirmation number which you will need to enter on the Metro Institute website to confirm your account and verify your email address. This email may take a couple of minutes to arrive in your inbox. If you do not see it within 20-30 minutes, you need to contact Metro Institute at 1-877-533-2900 for assistance. Metro Institute will also supply you with a unique password.

2. After you have created your customer account, you will need to be approved by MDARD to take computer-based exams. From website www.metrosignup.com select “Apply Here!” button (in gray) under “Not Approved to Test?” section about middle of page. *(Please Note: Although Metro Institute may call this an “Approval Application? or “General Application to Test”, this is separate from the paper MDARD certification application and fee that MUST be submitted to MDARD prior to testing.)* This electronic application requires your email address, name, last 4 digits of your social security number, home address, telephone number, certification type-(commercial, private or registered technician), application type-(new, renewal or add category), and Michigan certification number (if you are already currently certified in Michigan). After you have submitted the electronic application, MDARD will approve your electronic application request within 3 business days. You will receive an email confirmation when you have been approved to take exams. If you have waited at least 3 business days and have not been approved by MDARD, you may contact Tammy Martin at 517-284-5799 or martint9@michigan.gov to inquire about your approval request.
3. Once you are approved to test, you may schedule an exam with Metro Institute. Return to the Metro Institute website at www.metroinstitute.com, login, and select “Schedule an Approved Exam”. You should be able to view all the exams and their associated service fee ($55 per exam). Select the exam(s) you would like to take and continue to the next screen to select your preferred location. Continue and confirm your exams(s) and location choices. The next screen will allow you to choose the time and date that works best for you. The date highlighted in orange is the soonest you will be able to test.

4. After you have selected your desired testing time, you will see a summary of your selection and you will then need to make your payment. You will be asked for your billing information and then your credit card information. Metro Institute accepts Visa, MasterCard, American Express, and PayPal. You will receive an email confirmation of payment. (Please Note: The service fee(s) paid online does not include the MDARD paper certification application and MDARD fee that must be submitted to MDARD.) You may schedule your exam at least 24 hours in advance with no penalty. Failure to show up to the exam site at the scheduled time will result in a forfeiture of the $55 service fee per exam.

5. If you have further questions about how to sign up for exams through Metro Institute or need to cancel a reservation, you MUST contact Metro Institute at 1-877-533-2900.

**Day of Exam**

On the date of the examination, arrive by the start time listed on your reservation. Please consider traffic conditions when determining drive time.

*On the day of the exam:*

1. You MUST bring a government issued photo ID. You will not be able to test without it.

2. All personal belongings, including coat, bags, watches, and anything in your pockets, will not be allowed in the exam room. There will be a secure location at the exam site where you can leave those things.

3. Be aware, your picture will be taken prior to taking the exam.

4. After passing your exam(s), you will be given an exam results print out sheet. You must keep exam results sheet with you ALONG with a copy of the completed paper MDARD certification application with a copy of the
check/money order that was mailed to MDARD, until you get your certification card in approximately 4 to 8 weeks.

If you have further questions that were not answered above, please check out the MDARD webpage, Pesticide Application Certification Details and FAQ, or contact Tammy Martin at 517-284-5799 or martint9@michigan.gov.